

Helena JSEC Meeting Minutes

November 28, 2012

Members Present:

Alan Thompson	U of M Helena, College of Technology
Andy Sabatini	Residence Inn
Brandon Steinagel	Enterprise Holdings
Cathy Wood	Student Assistance Foundation
Chris Beebe	Shodair Children's Hospital
Deb Chouinard	Helena Job Service
Darlene Chamberlin	Helena High School
Dave Laber	Helena Job Service
Rosie Walsh	Carroll College
Sandy Hamlin	Helena Job Service
Tom Antonick	Office of Public Instruction

Introductions: All

October Minutes: Alan pointed out one change in the minutes. Helena College University of Montana does not have a dash between College and University. Chris motioned to approve the minutes with the change, and Deb seconded.

Treasurer Report: Darlene reported that including the last 'Business over Breakfast' deposit, our bank balance is \$5,975.45.

Job Service Spotlight: We heard the last 'Job Service Spotlight' presentation about the Business Services Unit. This unit consists of Sandy and Dave, who both hold their 'Professional in Human Resource Certification' (PHR). Their job is to offer human resource assistance and consultation to Helena area businesses.

According to the Helena Chamber of Commerce's Business Climate Report, approximately 78% of businesses in the Helena area have 10 or less employees. Generally these businesses have no HR staff, and likely do not have much training on employment law. So we assist within this area; however, we do not enforce the law and everything is strictly confidential. A flyer advertising some of these services was supplied to each member.

Dave shared a little history about the Business Services Unit. About 18 years ago, Kalispell started the concept of going above and beyond just job matching for employers. About 15-16 years ago, the Helena Job Service manager wanted to do something more for employers. One of the concerns was employers who were not recruiting were not getting as much for their Unemployment tax dollars. So her thought was that Job Service should have human resource consultants for small employers. It takes about 100 employees to justify one full time human resource person for a business. The Unit started by getting as much training as they could find (Masters Classes, human resource management, employment law, and study groups).

Dave handed out copies of some of the information that is available for employers at our office – basic job description/performance appraisal, Employer Recruitment Guide, examples of employee handbooks, and the 12 Danger Zone Video series. Deb added that Job Services also has an updated version of this series. Employers can check out the videos from Job Service. We also have

a Business Service Resource Center upstairs with lots of material if anyone wants copies or is looking for specific information.

Even if you have an HR department, feel free to contact the Business Services Unit with questions. Deb stated that she is very proud of the work that Dave and Sandy do with Helena businesses. Job Service sees a lot of small employers that without this assistance, they would probably find themselves traversing murky and muddy waters. Sometimes they are not even aware there is a law. Tom stated he feels it is a great program and often refers employers.

Job Service should be getting a new supply of employment law posters after January; however, we do have a small supply with the new minimum wage change. The wage changes on January 1st from \$7.65 to \$7.80 per hour. As you recall, the Montana Legislature passed a law in 2006 requiring adjustment of the minimum wage when the Consumer Price Index changes.

SHRM Subscription: Dave requested funds to pay National SHRM dues. Cost is \$180.00 per year. This is technically a JSEC membership since they pick up the tab for it. Dave reminded members if there is something they would like researched through SHRM, please let us know. Darlene motioned to approve and Andy seconded.

Managers Report: Deb informed everyone that Helena Job Service now has a Facebook presence. They are trying to post things that are pertinent to businesses and job seekers. Today's post was the press release concerning the rate change schedule for Unemployment contributions, calendar year 2013. Because of the recovering economy, it is going from schedule 7 to schedule 6. This will reduce most employers' contributions to Unemployment.

The other thing Deb wanted to talk about was a request from the Bureau Chief for the Human Rights Commission, Marieke Beck. Marieke would like to do some discrimination training for employers. She was hoping to co-sponsor the training with Job Service and the JSEC; initially holding it in the Helena area, then statewide. Sessions would be about 4 hours. There is no cost associated, but Dave said that doesn't mean we couldn't charge \$20.00 for attendance. The idea is to better serve employers through education vs. investigation.

Keith Kelly, our current Commissioner of Labor, was appointed to a federal position as a Veteran's advocate in Washington DC. Department of Labor will be appointing a new Commissioner. Deb said Keith's appointment will bode well for Montana because he knows the special needs of our State.

Deb informed the group that Job Service has a veteran's work experience here in the office. He started in October working 10:00 am to 2:00 pm. The position is through VA Voc Rehab. It helps free staff from the front desk to do other work.

Our last DVOP (Disabled Veterans Outreach Program) position went to eastern Montana, and we weren't allowed to refill that position. So, Helena Job Services doesn't actually have an official veteran's position. We do have the services but just don't get any funding for it. Part of the reasoning is that we have Fort Harrison with services, but veterans still come to Job Service. Recently, we put in a proposal to receive a part-time Veteran's Rep from a LVER (Local Veteran Employment Representative) position that retired in Great Falls. Helena is second in the State as far as number of veterans in our local area. Great Falls is first because of the Base. It will mean some staff juggling to fill that position, but Deb is hopeful it happens.

Deb was asked how many staff Helena Job Service has. There is 13 staff, but we have partners that

share our office space – Experience Works, Volunteers of America (who serve homeless veterans), US Department of Labor Employment & Training Services, and Rural Employment Opportunities. Also, there are several that use our space – Blind and Low Vision services from DPHHS, Veteran's Center from Missoula and Great Falls that come in on Tuesday and Thursday, and Job Corps once a month. UPS has been using our meeting rooms for their holiday hires, and Natural Grocers by Vitamin Cottage has been conducting interviews in the rooms. Sandy mentioned, for those who don't know, our meeting rooms are available at no charge for employer use. Employers make use of them for such things as interviewing, training, meetings, or mini career fairs.

Hidden Agenda: Sandy let members know that we still have not filled the Vice Chair position. So if anyone is interested, please give her your name.

Thank you to the JSEC for the cake and punch they provided for our Veteran's Appreciation Reception. A couple of years ago, Deb started a Veteran's appreciation day at the Helena Job Service the day before Veteran's Day. Veterans, as well as other customers, really seem to appreciate the recognition. Any cake left over goes to the Willis Cruse home, which is a transitional home for homeless veterans. Again, thank you JSEC for providing the cake and punch for the last couple of years.

The career fair is coming up Wednesday, March 20th at Carroll College. Deb has been asked if Job Service will again provide resume writing classes prior to, which they will be doing. Deb also said that Helena Job Service has been approached by ESGR (Employer Support of the Guards and Reserves) about participating in a career fair with them at Fort Harrison in August. It would be primarily for returning service members and their spouses. Brandon said he participated in that fair last year in Great Falls and it was a good experience.

Callie and Hayley have been working on the employer award. The deadline is this coming Friday, November 30th. They are still looking to get the word out, and are considering using the Chamber's e-mail blast, which is \$100.00. They have 13 nominations right now. This is close to double from last year. The deadline would probably have to be extended. Deb suggested we send another e-mail blast to employers from Job Service (at no cost). She said they have about 800 employers in their database. Rosie thought it might hurt the integrity of the award nominations if we extended the deadline at this point, and Tom felt it might be too confusing this close to the deadline. Dave wondered if it would be a good idea to combine forces with the Chamber on this award since they do a similar one. Chris reminded us that if we received nominations that weren't Chamber Members it would limit us. Consensus was not to spend the money at this time and to send another blast from the Helena Job Service.

Dave said everyone should have received an e-mail about Jim Nys' Christmas party from 10:30-4:30 on December 14th. Jim would like an RSVP if you plan on attending. Because Nys' workshops are our main source of fundraising, we usually get him flowers to put in his office for this Christmas Party. Cathy asked for a motion to approve the \$50.00 expenditure, Chris moved, Deb seconded. Also, Jim will be presenting a Legislative update in the meeting rooms at Helena Job Service on December 7th.

Sandy reminded everyone there will be no December meeting since we voted to replace it with a June meeting, and January is the employer award presentation. HAPPY HOLIDAYS!

Meeting was adjourned.